

Standards for Integration: HCBS Residential Settings with Five or More Beds

Goal for Community Integration

Residents engage freely in activities in the community, such as attending religious services, shopping, scheduling appointments, and having lunch with family and friends in the community or at home. There are no structural or policy limits to residents' movement to and from the setting to engage any aspect of the community, or visitation limits placed on friends, family, or non-setting service providers that residents engage. Transportation resources are maximized and residents are actively engaged in the community to the extent they want to be.

Standards for Residential Settings with Five or More Beds

1. Transportation: There is a structure in place to support resident access to transportation.

To pass this standard, providers must answer yes to the following three questions and assessors must be able to verify responses:

1. Does the home have written policies and procedures regarding residents' access to and utilization of transportation? (Yes/No)
 - i. The policy and procedures for transportation must address options for transportation to and from medical and social services, to and from community events, how residents are informed of transportation options, and how the agency supports resident access to those options. The policy and procedures must also be contained in the residents' right document, the resident handbook, or their Admission/Occupancy Agreement.

2. Are residents made aware of their options for transportation to and from the home? (Yes/No)

Note: To answer yes to this question two of the following must occur:

- i. There must be a community events bulletin board with current information about transportation options including bus schedules, phone numbers for taxi services, how to request staff help with transportation, if volunteer help is available for transportation, etc.
- ii. Residents are trained at least quarterly on use of public transportation.
- iii. There is a resident newsletter which includes information about transportation options and is distributed to all residents at least monthly.

3. Do individuals in the setting have access to public transportation? (Yes/No)

Note: To answer yes to this question you must answer yes to all four conditions below OR the single question that follows those four:

- i. Are there bus stops nearby or are taxis available in the area? (Yes/No)
- ii. Are bus and other public transportation schedules and telephone numbers posted in a convenient location? (Yes/No)
- iii. Do residents receive training on how to ride the bus or use other public transportation? (Yes/No)
- iv. Are staff members available to help arrange for public transportation? (Yes/No)

OR

- i. Where public transportation is limited, does staff facilitate access to other transportation resources for the individual to access the broader community? (Yes/No) If the answer is yes, please explain how.

2. Visitation: Residents are able to host visitors of their choosing at any time.

To pass this standard, providers must answer yes to the following two questions and assessors must be able to verify responses:

1. Does the home have written policies and procedures addressing residents' right to have visitors? (Yes/No)
 - i. The policy and procedures for visitation must address: that residents are allowed visitors of their choosing at any time, locations where visitation can occur which must include an option for privacy when with visitors, and how information on visitation is shared with residents. The policy and procedures must also be contained in the residents' right document, the resident handbook, or their Admission/Occupancy Agreement.
2. Residents are aware of the visitation policies; they know that they may have visitors at any time, and that they have the right to privacy when with a visitor. (Yes/No)

3. Community Information: Residents have access to information about current and upcoming age appropriate opportunities to participate in community events/activities outside of the home. Age appropriate is defined here to mean "the same as for peers not currently receiving HCBS who are the same chronological age".

To pass this standard, providers must answer yes to the following three questions and assessors must be able to verify responses:

1. Does the home have written policies and procedures about the dissemination of community activity information to residents? (Yes/No)
 - i. The policy and procedures must address how information about age appropriate community events/activities outside of the home is distributed to residents and who is responsible for ensuring that information is current. The policy and procedures must also be contained in the residents' right document, the resident handbook, or their Admission/Occupancy Agreement.
2. Is there a staff person or volunteer who is responsible for ensuring residents receive current information about age appropriate community events/activities outside the home and that the information is updated and made available to residents at least monthly? (Yes/No)
3. Are individuals permitted to have a private cell phone, computer, or other personal communication device or have access to a telephone or other technology device to use for personal communication in private at any time? (Yes/No)

Note: To answer yes to this you must answer yes to two out of three of the following:

- i. Do residents' rooms have the option to have an operational telephone jack, WI-FI, or ETHERNET jack? (Yes/No)

- ii. Do residents have freedom to make telephone calls/text/email at the individual's preference and convenience? (Yes/No)
- iii. If the home provides a means of communication, is the telephone or other technology device in a location that has space around it to ensure privacy? (Yes/No)

4. Activities: A variety of age appropriate activities are organized by the provider for residents each week both inside and outside of the home. Age appropriate is defined here to mean "the same as for peers not currently receiving HCBS who are the same chronological age".

To pass this standard, providers must answer yes to the following question and assessors must be able to verify responses:

- 1. Does the home have written policies and procedures regarding residents' access to age appropriate activities? (Yes/No)
 - i. The policy and procedures must address who is responsible for organizing a variety of age appropriate activities both inside and outside of the home and how information about those activities is to be distributed to residents. The policy and procedures must also be contained in the residents' right document, the resident handbook, or their Admission/Occupancy Agreement.

In addition, providers must answer yes to two of the following three questions and assessors must be able to verify responses:

- 1. Is the community brought into the home at least monthly (e.g., for age appropriate entertainment, etc.)? (Yes/No) If the answer is yes, please provide examples.
- 2. Does the home have an activity coordinator? (Yes/No)
- 3. Are residents provided the opportunity to participate in different types of age appropriate activities? (Yes/No)

Note: To answer yes to this questions you must answer yes to a minimum of three of the following and they must occur at least monthly:

- a. Do residents have opportunities for recreation or physical activity? (Yes/No)
- b. Do residents have opportunities for creative activities (e.g., opportunities to cook, craft, paint, play musical instruments, etc.)? (Yes/No)
- c. Do residents have opportunities for learning and education (e.g., learning to use a computer, learning to sew or knit, etc.)? (Yes/No)
- d. Do residents have opportunities to attend church activities? (Yes/No)
- e. Does the provider schedule regular activities for residents outside of the home? (Yes/No)

Note: Regular means at least weekly and can be verified via records such as activity calendars, sign-up sheets, transportation logs, etc. (e.g., shopping three times a week).

Note: There must be written records and/or visual proof (e.g., phone jacks in peoples' rooms, bulletin boards, etc.) to support responses to all four standards. Documents must be retained by providers for a five year period.